

CONTRA COSTA COUNTY PUBLIC WORKS DEPARTMENT
APPLICATION AND PERMIT CENTER
651 PINE STREET, 2ND FLOOR, NORTH WING
MARTINEZ, CA 94553
(925) 335-1375 (925) 335-1376
rhendry@pw.co.contra-costa.ca.us

RIGHT OF ENTRY / JOINT-USE PERMIT

Permit to do work in accordance with the special requirements shown or listed herein. **Read this Permit carefully. Keep this Permit at the work site.**

Section A

Permittee	
Address	Phone No.:
City/State/Zip	Fax No.:
Contact Person	Phone No.:

Shaded Areas are for Office Use Only

Permit Expires _____ If your work is not completed by this date, you must acquire a new permit.	Permit Number RE- _____
Permit \$ _____ Inspection \$ _____ Bond \$ _____ Receipt No.: _____	<input type="checkbox"/> Small <input type="checkbox"/> Large <input type="checkbox"/> Utility <input type="checkbox"/> SPRW Area: _____ TBM: _____ USA No.: _____ Fed Tax Id No.: _____ ITEMS ATTACHED OR REFERRED TO HEREIN AND MADE PART HEREOF: <input type="checkbox"/> General Permit Conditions <input type="checkbox"/> Preserving Survey Monumentation <input type="checkbox"/> Certificate of Insurance <input type="checkbox"/> Release, Hold Harmless <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Other: _____

Section B

Contractor	License No.:	Phone No.:
Address		Fax No.:
City/State/Zip	Contact Person	Phone No.:

Section C

Project Description:	
Location or Site Address	APN
Start Date	Projected Completion Date

ALL WORK MUST BE INSPECTED. ARRANGE for an INSPECTION by phoning _____ at least two working days before you begin work. WORK DONE WITHOUT NOTIFICATION IS SUBJECT TO REJECTION AND/OR A PENALTY OF \$100.

Section D

Property Owner	
Construction Entity & Funding Source	Maintenance Entity & Funding Source

Section E

The Permittee agrees to save, indemnify and hold harmless the County of Contra Costa, its officers, employees and agents from all liabilities imposed by law by reason of injury to or death of any person(s) or damage to property, including without limitation for trespass, nuisance or inverse condemnation, which may arise out of the work covered by this permit and does agree to defend the County, its officers, employees and agents against any claim or action asserting such a liability. Accepting this permit or starting any work hereunder shall constitute acceptance and agreement to all the conditions and requirements of this permit and the ordinance and specifications authorizing issuance of such permits.

Signature of Permittee	Date
Print Name	Title

Robert B. Hendry III, for Maurice M. Shiu, Public Works Director, Contra Costa County

Date

Office Use Only Below This Line

<input type="checkbox"/> Work Completed	Inspector
<input type="checkbox"/> Expired	
<input type="checkbox"/> Apply Penalty – No Inspection Requested	
<input type="checkbox"/>	
	Date

RIGHT OF ENTRY / JOINT-USE PERMIT GENERAL CONDITIONS

I. GENERAL PERMIT CONDITIONS

1. **ALL WORK MUST BE INSPECTED.** – The inspector will answer all questions. Work done without inspection may have to be removed and reconstructed.
2. THE INSPECTOR may modify this permit to meet field conditions.
3. **INSPECTION CHARGES** – Will be billed to whomever takes out the permit. Any exceptions must be resolved before the permit is issued. Permits will not be signed off as complete until all the review and inspection charges are paid in full.
4. TO ARRANGE for a REFUND of fee or bond deposits, schedule a final inspection by phoning your inspector. Refunds will be made **90 days** from the date work is accepted. A signed off permit from another agency or utility company does **not** guarantee the work performed under this permit is completed satisfactorily. Contact your inspector for a final inspection.
5. **PROTECTION** - Provide and maintain enough barricades, lights, signs, cones, flaggers and other safety measures to protect the public and the users of the facility in accordance with the State Department of Transportation Manual of Traffic Controls for Construction and Maintenance Work Zones (Current Edition).
6. **STANDARDS** - Work shall be in accordance with the County Standard Specifications and Standard Drawings or as directed by the inspector.
7. **UTILITIES** - Utility relocations are the responsibility of the Permittee.
8. **UNDERGROUND SERVICE ALERT (USA)** – USA must be contacted prior to excavating in a County right of way. USA's telephone number is 800-227-2600. **No excavation is permitted without a current USA number.** Any work found in progress without a valid USA number will be shut down and the right of way cleared.
9. **SURVEY MONUMENTS SHALL BE PROTECTED.** Any survey monuments or property corners removed, or disturbed, shall be replaced using surveying practices acceptable to the County Surveyor, who can be contacted at (925) 313-2314
10. **USE OF THE PROPERTY** – Permittee shall make sure that the work performed under this permit will not interfere with the normal use of the property by others. When working on the grounds of the public property, keep at least a 2 meter (6') wide passage for pedestrians and a 2.5 meter (8') wide passage for bicycles at all times. When working on a parking area or access road, keep at least one 3 meter (10') traffic lane open to traffic, at all other times, two 3 meter (10') wide lanes shall be open.
11. If there are other permitted facilities on, under or above the property, the applicant's facilities shall not interfere with existing facilities and uses; the permittee shall notify existing users of the intent to gain entry onto the public property.
12. In addition to this Right of Entry Permit, an encroachment permit may be required from the East Bay Regional Park District for work or access to the Iron Horse Trail Corridor. Contact the East Bay Regional Park District at (510) 635-0135 extension 2562 for more information.
13. **Property Ownership.** Permittee hereby understands that Contra Costa County owns that property (Property) described in Section C. on this Right of Entry / JointUse Permit. Permittee further understands that portions of the Property may have been conveyed through easement agreements, or other conveyances, to other entities for the placement of underground utilities, pipelines, conduits, et cetera. Permittee is hereby given the right to enter onto the Property subject to Permittee's strict adherence to the conditions described in this Right of Entry / JointUse Permit.

II. SPECIAL REQUIREMENTS - TRENCH CUTS (See County Standard Specifications for Detailed Requirements).

1. **TRENCH EXCAVATION** – The minimum excavated trench width shall be 300mm (12"). The Permittee shall not excavate trenches in advance of pipe placement. No more trench shall be excavated than can be finished, including pipe placement, backfill and temporary paving, on the same day. Shoring shall comply with current CAL-OSHA safety orders. Pavement to be removed shall be scored to neat straight lines. Pavement removal shall not cause damage to pavement outside the scored lines. Excess excavated material shall be removed immediately from the site.
2. **TRENCH BACKFILL** – Trench backfill shall conform to the following requirements unless otherwise directed by the inspector or any attached Permit Conditions.
 - a. **Trench Backfill requirements** - Within the paved area of the roadway including the shoulder, curb/gutter and sidewalk areas: The minimum trench backfill shall match the existing structural section of the road or have a minimum of 12-inches of Class 2 aggregate base and 3-inches of asphalt concrete, whichever is greater. The minimum relative compaction of the Class 2 aggregate base and the asphalt concrete shall be 95 percent. The backfill from the bottom of the structural section to the top of the pipe bedding shall be Class 2 aggregate base or structural backfill per Caltrans Standard Specifications, Section 19-3.06, "Structural Backfill." The minimum relative compaction of the aggregate base or structural backfill shall be 95 percent. The bedding material and dimensions shall be per the specifications of the utility installing the facility. The minimum relative compaction of the bedding material shall be 90 percent.
 - b. **Other road right-of-way areas:** From finished grade to the top of the pipe bedding material the trench backfill shall consist of existing material or suitable backfill material as approved by the inspector. The bedding material and dimensions shall be per the specifications of the utility installing the facility. The trench backfill and bedding material shall have a minimum relative compaction of 90 percent.
3. **No jetting is allowed under any paved area or within a distance of 1.25 meters (4') from the edge of existing paved area.** Backfill shall be compacted by impact, vibration or any combination of these. Jetting will be allowed only when more than four feet from the pavement and when the backfill and trench are suitable for jetting as determined by the inspector in his/her sole judgement, and shall be supplemented with mechanical compaction to obtain required relative compaction.
4. **TEMPORARY PAVING** - Temporary paving (or permanent paving) shall be placed at the end of each workday. Temporary pavement shall be 40mm (1.5") minimum thickness, and shall be replaced within two weeks with permanent pavement. If permanent paving is not completed in two weeks, it may be paved by County forces and the Permittee will be charged the cost, plus appropriate overhead charges. Permittee agrees to pay said cost and overhead charges immediately upon demand by County.
5. **BASE AND PAVEMENT REPLACEMENT** - The roadway structural section shall be replaced as stated on the permit; otherwise replacement shall be in-kind except that the minimum replacement shall be 50mm (2") of asphalt concrete and 0.4 meters (16") of Class 2 Aggregate Base.
6. **TRENCH IN UNPAVED AREAS:** Trenching in unpaved areas shall conform with the provisions of this section except that backfill with native material will be allowed starting 0.3 meter (1') from the top of culvert or pipe or underground structure. The surface of the trench and surrounding areas shall be restored to its former state. Lawn areas shall be replaced with new sod of the same seed material. Landscaped areas shall be restored with plants such that the coverage will be reestablished within one year. Permittee shall submit a planting list to the County for review and approval before this permit is issued. Care shall be used to protect the area adjacent to the trench. Excavated material shall not be placed on the area adjacent to the trench unless specifically allowed by the inspector in writing prior to excavation.

RIGHT OF ENTRY / JOINT-USE PERMIT INSTRUCTION SHEET

Section A – Permittee Information

The Permittee is the Individual or Group initiating the work. The Permittee is the party who will be responsible for guaranteeing project compliance with County Standards as well as all of the permit conditions attached to the permit. The Permittee is the party responsible for all County costs related to the permit. Enter the Permittee name, address and telephone/facsimile information and the name and phone number of a contact person for the Permittee in Section A of the permit form.

Section B – Contractor Information

Section B only needs to be completed if a contractor is hired to construct the project. Enter the name of the contracted company, the company address, telephone/facsimile and the contractor's license number and the name and phone number of a contact person for the contracted company in Section B of the permit form.

Section C – Permitted Activity

Enter the project description in Section C of the permit form. Include details pertaining to facilities to be installed, repaired or removed, and the length or size of any excavation within County property. Enter the site location by address and/or distance to nearest cross street. Enter the Assessors Parcel Number for the property (if applicable). Enter the start date for the project and the projected completion date. The projected completion date should be based on the actual number of working days required to complete the project on County property. **The actual expiration date assigned by the County may differ from your projected completion date.**

Section D – Property Owner

For joint use projects of County property, the actual County Department that owns the subject property must be listed. Contact the Real Property Division of the County Public Works Department at (925) 313-2000 for assistance determining the actual property owner. Enter the entity responsible for construction funding. The maintenance entity is the person, group, association etc. that will be maintaining all the facilities, trees, plants and shrubs constructed and/or planted in accordance with this permit. Enter the maintenance funding source for the project in Section D.

Section E – Signature Block

Carefully read the indemnification language in Section E and sign the permit form. Print your name and enter your title in relation to the listed Permittee and/or contractor. Enter the date the permit was signed. Return the completed Right of Entry Joint Use Permit form to the Application and Permit Center, 651 Pine Street, Martinez, CA 94553 Attention Joint Use Coordinator

For landscaping on County property, include a site plan showing existing facilities and the species and number of all trees, plants and shrubs to be planted and/or removed and the location of all the plantings in relation to the existing facilities at the site. Also include a site map to help locate the project.

Required Application Exhibits For Construction Projects:

1. Description of the proposed improvements and vicinity map.
2. **Three (3) copies of plans must be attached to the application, which shall include the following information:**
 - A. A site map of the parcel on which the proposed work will be located, together with the parcel designation as it appears on the deed of title i.e., lot or parcel number, tract number, subdivision name and unit and owners' names of adjacent parcels.
 - B. Plans should be drawn to scale, with the scale and North arrow indicated.
 - C. All abbreviations/acronyms shall be defined on the plans.
 - D. The location of the proposed work or structures in reference to property and/or right of way lines. One reference or measurement will usually not be sufficient or acceptable.
 - E. Plans shall show all existing improvements.
 - F. All streets and/or watercourse shall be labeled with their names.
 - G. The complete and detailed dimensions of all proposed work, structures or facilities. Standard Plans of the Public Works Department may be designated by the correct drawing references.
 - H. All information of a technical or engineering nature that may be necessary or required for the proper accomplishment of the proposed work. Soil investigations, test of materials, and other engineering investigations, which may be required, are to be obtained by the Applicant at his/her own expense
3. The **County of Contra Costa** and the **Contra Costa Flood Control and Water Conservation District** or the **Contra Costa County Redevelopment Agency** (*where applicable*), their officers, employees and agents shall be named as additional insureds in the Commercial General and Automobile Liability insurance policies for the purpose and duration of the permit. See attachment 1A for detailed instructions and insurance requirements.

County Signature

The permit is not valid, and the Permittee is not authorized to enter onto County property, or commence work until the permit is signed by an authorized County representative.